



DEPARTMENT OF THE NAVY  
OFFICE OF THE COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS MARYLAND 21402-5100

Canc: Aug 2020

COMDTMIDNNOTE  
1501 I-DAY COORD  
24 Jun 2020

COMMANDANT OF MIDSHIPMEN NOTICE 1501

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: 2020 INDUCTION DAY

Encl: (1) I-Day Standard Operating Procedures

1. Purpose. To publish the Standard Operating Procedures (SOP) for the conduct of Induction Day (I-Day) minus four through the entry into Restriction of Movement (ROM).
2. Scope and Applicability. All staff and midshipmen that have a role in I-Day shall be familiar with enclosure (1).

3. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnv.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

T. R. BUCHANAN

Distribution:  
Non-Mids (Electronically)  
Brigade (Electronically)

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**CHAPTER 1 - PRE-INDUCTION DAY BERTHING****100. GENERAL GUIDANCE**

1. Pre-Induction Day berthing will be required for approximately 230-250 active duty (Naval Academy Preparatory School (NAPS) and Direct Accession) Midshipmen Candidates.
2. Civilian Midshipmen Candidates will be allowed to berth in Bancroft Hall the night prior to their I-Day ONLY. Midshipmen Candidates requesting berthing outside of the permissible time will be told to make outside arrangements with hotels in the area and may be assisted by the Plebe Summer Watch Officer (PSWO)/Officer of the Watch (OOW). The Plebe Summer Officer in Charge (PSOIC) will review cases of extreme financial hardship.
3. All personnel involved with these operations shall wear a mask at all times and adhere to strict social distancing protocol.
4. Direct all questions to the I-Day Coordinator.

**101. RESPONSIBILITIES**

1. I-Day Coordinator is responsible for:
  - a. Providing ROM Task Force (TF) with the approximate number of Civilian Candidates expected to lodge in Bancroft Hall prior to their Induction Day to facilitate feeding plans.
  - b. Providing transportation from Baltimore-Washington Thurgood International Airport (BWI) for candidates arriving the day prior to their report date.
  - c. Coordinating transportation and escort of candidates to Mitscher Hall. All candidates must be escorted on the yard in order to prevent the "lost plebe."
  - d. Ensuring there is no parental involvement with I-Day except for candidate drop off.
  - e. Ensuring all candidates are provided masks, if not already on hand, at either BWI, Alumni Hall, or at the U.S. Naval Academy (USNA) gates prior to transportation to Mitscher Hall.
2. ROM TF is responsible for:
  - a. Performing medical checks in Mitscher Hall prior to entry in Bancroft Hall.
  - b. Ensuring all candidates arriving early are put in ROM spaces with required linen and hygiene items.
  - c. Providing meals to candidates in ROM spaces (one will be provided during check in at Mitscher Hall).

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d. Ensuring all candidates housed in Bancroft arrive at Alumni Hall at their required report time.

#### 102. CANDIDATE COLLECTION POINTS

1. The following locations are designated as candidate collection points

- a. Baltimore-Washington Thurgood International Airport
- b. Alumni Hall
- c. Gate 1, 3, and 8

2. The following locations are designated as candidate process points

- a. Alumni Hall
- b. Mitscher Hall

3. At each collection point and arrival point all candidates will be screened per enclosure (1) and either provided a mask or use their own until issued at Alumni Hall.

4. Each collection point will be responsible for either taking the candidates directly to Alumni Hall if it is their I-Day or to Mitscher Hall if they are arriving early and desire to lodge in Bancroft Hall. Candidates will only be allowed to lodge in Bancroft Hall the night before their respective I-Day.

5. Temporarily Assigned Duty (TAD) escorts and bus commanders are responsible for maintaining strict social distancing and for disinfecting their mode of transportation throughout the day.

6. TADs will be staged to prevent parental or guest involvement with I-Day routes across the yard. Any continuing or excessive issues with guests will be brought to the Naval Support Activity Annapolis (NSAA) Security Watch Commander.

7. Any candidate who meets quarantine requirements during initial medical screening shall be taken directly to medical personnel for further screening. Duty vans shall be utilized for transport as necessary with only the driver and candidate in the van.

#### 103. I-DAY MINUS FOUR

1. Marine Corps Midshipmen Candidates reporting directly from the Fleet and Marine Corps Midshipmen Candidates reporting from NAPS must report to USNA on I-Day minus four (28Jun20). Navy Midshipmen Candidates reporting directly from the Fleet and Navy Midshipmen Candidates reporting from NAPS must report on I-Day minus four (28Jun20). Midshipmen Candidates coming directly from the Fleet (Direct Accession (DA)) that arrive prior

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to I-Day minus four will be berthed in Naval Academy Summer Program spaces until I-Day minus four.

2. NAPS and DA Midshipmen Candidates will report to Mitscher Hall where the ROM TF will coordinate initial medical screening and check in to ROM spaces. Initial medical screening will consist of issuing a mask (if not already on hand), temperature checks, and symptom checks. Strict social distancing shall be adhered to at all times.

3. TAD gate guards/escorts will be stationed at Gates 1, 3, and 8 in order to direct NAPS and DA candidates to Mitscher Hall. TADs will also be stationed at Main Office to direct candidates to Mitscher Hall.

4. The Fleet Coordinator from USNA and a representative from NAPS located in Mitscher Hall will coordinate accountability. Once all the prescribed times on the Midshipmen Candidates' orders have expired, the roster will be turned over to the I-Day Coordinator. ROM TF will be responsible for feeding prior to their processing in Alumni Hall and delivering linen as well as Naval Academy Business Services Division (NABSD) issue boxes.

5. All NAPS and DA candidates will be berthed in their long term ROM and PS rooms. No candidate is allowed to exit ROM spaces until escorted to Alumni Hall for processing.

6. No town liberty is authorized.

#### 104. I-DAY MINUS THREE

##### 1. NAPS/DA Midshipmen Candidates

a. At 0600 Marine Corps NAPS and DA Midshipmen will be escorted by Marine Corps TADs to Eighth & I for out-processing after which they will report to Alumni Hall for in-processing. Estimated completion at Marine Barracks Washington (MBW) at 1500.

b. ROM TF will coordinate getting the Midshipmen Candidates to breakfast prior to arrival at Alumni Hall. At 0730 on I-Day minus three, ROM TF will begin escorting groups of no more than 25 NAPS and DA Midshipmen Candidates to Alumni Hall. All candidates must wear regulation NAPS PE Gear. They must bring all forms, documents, and medications (prescription and over-the-counter drugs) with them. ROM TF shall coordinate waves of no more than 25 candidates every 15 minutes transiting to Alumni Hall.

c. After processing on I-Day minus three, NAPS and DA Midshipmen Candidates will return to their assigned ROM area. ROM TF will maintain accountability for the Midshipmen Candidates.

d. No training shall be conducted.

e. NAPS and DA Midshipmen Candidates will be in their bunks no later than 2200.

2. Civilian Midshipmen Candidates

- a. Civilian Midshipmen Candidates scheduled to report on I-Day minus two may be berthed in Bancroft Hall the evening of I-Day minus three.
- b. Civilian candidates showing up on I-Day minus three will flow through the collection points to Mitscher Hall where they will undergo medical screening per enclosure (1) by ROM TF and be escorted to their ROM rooms.
- c. Candidates will have the option to pick up one boxed meal in Mitscher Hall if they have not already eaten and have prepaid. In the event they have not paid ahead of time (roster provided by the Midshipmen Welfare Fund (MWF) then their information will be recorded and provided to MWF.

105. I-DAY AND I-DAY MINUS TWO/ONE

1. NAPS/DA Midshipmen Candidates - ROM TF responsibility.

a. Civilian Midshipmen Candidates

(1) At 0700 ROM TF will escort candidates processing that day to Dahlgren Hall for boxed breakfasts. They must bring all forms, documents, and medications (prescription and over-the-counter drugs) with them. ROM TF will hold candidates in Dahlgren Hall until their report time at which point they will be escorted to Alumni Hall. Midshipmen Candidates should **NOT** be brought over to Alumni Hall earlier than the time assigned on their Permit to Report letter provided to them by Admissions unless specifically instructed by the Independent Duty Corpsman (IDC).

(2) Civilian Midshipmen Candidates scheduled to report on I-Day or I-Day minus one may be berthed in Bancroft Hall the evening of I-Day minus one or I-Day minus two, respectively.

(3) Candidates will have the option to pick up one boxed meal in Mitscher Hall if they have not already eaten and have prepaid. In the event they have not paid ahead of time (roster provided by MWF) then their information will be recorded and provided to MWF.

## **CHAPTER 2 – INDUCTION DAY PROCEDURES, SCHEDULE, AND PERSONNEL ASSIGNMENTS**

200. GENERAL GUIDANCE. The following procedures, schedules, and personnel assignments are to be used on all I-Days for the processing of the incoming Plebe Class. I-Day minus three processes Navy and Marine Corps enlisted Midshipmen Candidates (including NAPS). All other I-Days process civilian Midshipmen Candidates and complete the processing of military Midshipmen Candidates.

### 201. DUTIES

#### 1. Induction Day Coordinator

- a. Coordinate check-in for Midshipmen Candidates.
- b. Arrange berthing and messing accommodations for Midshipmen Candidates.
- c. Coordinate with the senior barber to provide Barber Services in Alumni Hall for all I-Day processing.
- d. Coordinate a time for Parents Briefing on I-Day(s) with Superintendent's Staff.
- e. Coordinate with Midshipmen Food Services Officer (MFSO) to provide the following:
  - (1) Shelf stable boxed breakfasts for approximately 100 candidates to Dahlgren Hall at 0700 on I-Day and I-Day minus one/two.
  - (2) Tailored Operational Training Meal (TOTM) boxed lunches for 350 at Mitscher Hall at 1000 on I-Day minus three.
  - (3) TOTEM boxed lunches for 500 at Mitscher Hall at 1000 on I-Day minus two, and I-Day minus one.
  - (4) TOTEM boxed lunches for 350 at Mitscher Hall at 1000 on I-Day.
  - (5) Provide individually wrapped cereal bars and juice for approximately 200 to Alumni Hall at 0700 for Blood Draw Station on I-Day minus three.
  - (6) Provide individually wrapped cereal bars and juice for approximately 300 to Alumni Hall at 0700 for Blood Draw Station on I-Day, I-Day minus two, and I-Day minus one.
- f. Coordinate logistic support for all I-Day stations.
- g. Coordinate with appropriate departments on manning of stations for all I-Days.
- h. Provide for inter-station communications on all I-Days. Train operators in proper use of communication equipment.

i. Establish a Central Control Station (CCS) in Alumni Hall to track movement of Midshipmen Candidates through processing.

j. Assign personnel to all I-Day(s) stations.

k. Coordinate transportation for NAPS, DA, and civilian Midshipmen Candidates from BWI to USNA on the day of and the day before their respective arrival dates.

**NOTE:** All candidates must be medically screened prior to transportation, to include temperature check and COVID exposure questionnaire in enclosure (1). All candidates must either bring their own masks or be issued prior to busing. Social distancing shall be maintained at all times.

l. Provide sufficient contactless thermometers to each candidate collection location.

m. Assign a rotation of TAD ENS/2nd Lts to monitor for parental activity on the yard on all I-Days. Parents/guests are not involved in any I-Day activities regardless of their military status. Any issues with parents/guests will be communicated to the IDC and the NSAA Security Watch Commander.

2. Plebe Summer (PS) Regimental (Reg) Leading Chief Petty Officer (LCPO). Maintain liaison with USNA Midshipmen Store regarding box issue. Provide storage rooms in each Company area. USNA Midshipmen Store will provide each member of the incoming class with an initial box issue on I-Day minus one and I-Day and will place Box Issues #1 and #2 in designated storage rooms. ROM TF is then responsible for box issue distribution.

3. PS Admin Officer. Promulgate watchbills for Main Office and Regimental Office. Regimental Duty Officer should be manned no later than 0800, O-Day minus four. The Fourth Class Regiment will assume the Main Office watch at 0700 on TD-4.

4. Station Officers in Charge (OIC)

a. Be prepared to begin processing at Midshipman Candidate arrival times.

b. Report to the Central Control Station (I-Day Coordinator) in Alumni Hall when station is staffed and ready.

c. In case of fire or emergency evacuation, all station OICs will be accountable for the Midshipmen Candidates currently being processed at their station. Proceed to the nearest exit of Alumni Hall and take muster on Worden Field. Report accountability to the I-Day Coordinator.

d. Supervise station clean-up after processing the last Midshipman Candidate. All trash accumulated at stations will be taken to outside dumpsters by personnel manning that station. No personnel or stations will be secured except by the I-Day Coordinator.

e. The same numbers of personnel have been assigned for all I-Days. Management of



personnel is the responsibility of the station OIC. Personnel who are not needed should be sent to the Central Control Station in Alumni Hall for further tasking.

5. Assigned Officers and Midshipmen. Report to assigned locations by 0700 on I-Day minus three to commence I-Day of NAPS and prior enlisted Midshipmen Candidates. Report to assigned locations by 0700 on all other I-Days to commence processing of civilian Midshipmen Candidates. Personnel may only be secured by the I-Day Coordinator.

6. ROM TF Deck Commanders

a. Ensure Midshipmen Candidates receive breakfast prior to their designated receiving processing day.

b. Ensure Midshipmen Candidates are escorted to Alumni Hall. NAPS and DA Midshipmen Candidates on I-Day minus three will report immediately following breakfast. Civilian Midshipmen Candidates will report at their designated report time in their Permit to Report Letter.

c. Ensure proper coordination and inventory of Midshipmen Candidate personal belongings.

d. Develop room assignments for Midshipmen Candidates by I-Day minus six.

e. Ensure Midshipmen Candidates are adequately fed. Communicate any issues to the ROM TF Executive Officer (XO)/Operations.

202. I-DAY MINUS THREE SCHEDULE OF EVENTS

NLT 0700	Breakfast in ROM spaces for all personnel to be processed.
0700	Alumni Hall stations staffed and ready. Conduct communications check with Central Control (I-Day Coordinator).
0800-1200	Active Duty Midshipmen Candidates report to Alumni Hall for processing.
0930-1015	OIC and AOIC walkthrough of Alumni Hall I-Day Stations.
1100-1130	Superintendent and Commandant of Midshipmen walkthrough of Alumni Hall.
1000-1500	Box lunches provided in Mitscher Hall to candidates.
	<b><i>Note: Do not leave I-Day stations until secured by I-Day Coordinator.</i></b>
1700-1900	Evening Meal coordinated by ROM TF.

203. I-DAY AND I-DAY MINUS ONE/TWO SCHEDULE OF EVENTS

0700-0800     Boxed breakfast in Dahlgren Hall for all personnel to be processed who resided in Bancroft Hall.

0700           Alumni Hall stations staffed and ready. Conduct communications check with CCS (I-Day Coordinator).

0700           Vehicle Gate 8 open to parent drop off. Begin car lineup to Alumni Hall.

0800           Commence processing for the incoming class (Alumni Hall).

TBD            Deck Commanders coordinate the escort of all Midshipmen Candidates from breakfast in Dahlgren Hall to Alumni Hall IAW their Permit to Report time.

0800           Stand-Up Yard Rover Watchbill (report to I-Day CCS)

0915           Dean of Admissions meet with Commandant of Midshipmen at Terwilliger Field.

0930-1015     Parents' Briefing at Terwilliger Field (Commandant of Midshipmen).

1000-1500     Box lunch for incoming class in Mitscher Hall.

1100-1145     Parents' Briefing at Terwilliger Field (Superintendent)

1115-1145     Commandant of Midshipmen (& selected staff), Dean of Admissions, NAPS CO (only 30Jun20) and Medical Staff meet in Alumni Hall medical room to review medical cases, HT/WT, etc.

1145-1215     Commandant of Midshipmen, Dean of Admissions, and NAPS CO (only 30Jun20) meet with Superintendent in Bryant Room.

1245           Dean of Admissions transit with Superintendent to Terwilliger Field.

1300-1345     Parents' Briefing at Terwilliger Field (Superintendent).

1400           Last Report Time

1430-1530     Parents' Briefing at Terwilliger Field (Commandant of Midshipmen).

1545-1615     Commandant of Midshipmen (& selected staff), Dean of Admissions, and Medical Staff meet in Alumni Hall medical room to review medical cases, HT/WT, etc (only 30Jun20).

1615-1645     Commandant of Midshipmen and Dean of Admissions meet with Superintendent in Bryant Room. (only 30Jun20).

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- 1630-1655 Commandant of Midshipmen (& selected staff), Dean of Admissions, and Medical Staff meet in Alumni Hall medical room to review medical cases, HT/WT, etc (only 01-02Jul20).
- 1700-1730 Commandant of Midshipmen and Dean of Admissions meet with Superintendent in Bryant Room. (only 01-02Jul20).
- 1800 Estimated completion time of Induction Processing.
- 1900 Evening meal coordinated by ROM TF.

**NOTE:** Candidates who decide not to take the Oath of Office, are not prior Navy or Marine Corps, and do not have immediate transportation home will be berthed in Bancroft Hall in NASP spaces. Candidates who decide not to take the Oath of Office, are prior Navy or Marine Corps, and do not have immediate transportation home will be berthed at NSAA. The Office of Admissions will assist in logistics to get the candidate home as soon as possible after I-Day.

## 204. PERSONNEL ASSIGNMENTS

1. Personnel assignments are made with the intent of establishing nominal manning for accomplishing I-Day required tasks. In the event TAD or civilian staff personnel availability changes, adjustments to staff assignments will be made by the I-Day Coordinator, with the concurrence of the AOIC.

	STATION	OIC	PERSONNEL
	CENTRAL CONTROL STATION (CCS-ALUMNI)	I-Day Coordinator	(b) (2), (b) (7)(F)
	MEDIA ESCORTS	PAO	(5) TADs
1	TEMP CHECKS, QUESTIONNAIRE, AND MASK ISSUE (IF NOT BROUGHT)	I-Day Assistant	(15) TADs
2	BAGGAGE/HAIR SUPPLY DROP/FAKE ID CARD AMNESTY	Reg LCPO	Reg LCPO w/(10) TADs
3	INITIAL ENTRY POINT/NAME TAG DISTRO	Admissions	(10) TADs
4	MIDSHIPMEN PERSONNEL	MIDPERS Admin Officer	(7) TADs
	DISBURSING (PAPER COLLECTION)	Disbursing Officer	(2) TADs (Disbursing)
5	MEDICAL RECORDS/ MEDICATION VERIFICATION	SMDR	Designated Staff/(8) TADs
6	PREGNANCY SCREENING	SMDR	Designated Staff/(9) TADs
7	IMMUNIZATION/LAB CHECK IN/MEDICAL PRIVACY ACT	SMDR	Designated Staff/(11) TADs
8	LABS AND IMMS	SMDR	Designated Staff/(4) TADs
9	PROVIDER SCREENING	SMDR	Designated Staff/(5) TADs
10	MUSCULOSKELETAL	SMDR	Designated Staff
11	PHARMACY	SMDR	Designated Staff/(1) TAD
12	COMPLICATED REVIEW	SMDR	Designated Staff
13	HEIGHT/WEIGHT/BODY FAT	PE Designee	(14) PE TADs
14	OPTOMETRY	SMDR	Designated Staff/(2) TADs
15	MEDICAL CHECK OUT	SMDR	Designated Staff

16a	HAIR CALL STATION	Diversity Office	(4) TADs (include 2 females)
16b	BARBER SHOP	As Designated	Designated Staff/(2) TAD
17	SNACK ISSUE (AS NEEDED BASED ON TIME)	I-Day Coordinator	(4) TADs
18	CHAPLAIN	USNA Chaplain	(3) Chaplains/(4) Chaplain TADs
19	NABSD ISSUE	As Designated	(30) TADs
20	CHECK OUT	ENS TAD	(4) TADs
21	MOVEMENT TO MITSCHER HALL	PS Operations	(20) TADs
22	7 <sup>th</sup> WING PARKING LOT	ROM TF OPS	(5) TADs/(20) ROM TF Midshipmen
23	OATH OF OFFICE	I-Day Coordinator	(12) Company Officers
241	LAPTOP ISSUE	As Designated	(2) TADs
24b	RELIGIOUS TEXT ISSUE	Chaplains	Designated Staff
24c	LUNCH ISSUE	ROM TF XO	(10) TADs
25	ROM RECEIVING	ROM TF CDR	Designated Staff/(4) TADs
	ROM COMPANY AREAS	Deck Commanders	All ROM TF

**NOTE:** The personnel assignments above indicate the number of bodies available for each station. OICs of each station may manage personnel as necessary to accomplish the mission.

205. PARENT/GUEST MANAGEMENT PLAN

STATION	OIC	PERSONNEL
(b) (2), (b) (7)(F)		

206. COLLECTION AREA WATCHBILL

WALKING GATES (1, 3, AND 8) (I-DAY MINUS FOUR THROUGH I-DAY)

TIME	OIC	PERSONNEL
0700-1100 and 1500-1900	Gate Escorts	(3) TADs at each gate
1100-1500 and 1900-2200	Gate Escorts	(3) TADs at each gate
	Total	(18) TADs total

**NOTES:**

- Two TADs will be used for escorting (one to Mitscher Hall and one to Alumni Hall).
- One TAD will conduct temperature checks and questionnaires per enclosure (1).
- One Gate 8 TAD will assist base police in verifying Permit to Report Letters for parent drop off during scheduled report hours.
- Gate watches may be secured at 1500 on 02Jul20.

**BWI SHUTTLE BUS (I-DAY MINUS FOUR THROUGH I-DAY)**

TIME	OIC	PERSONNEL
0700-1230	Bus Commander	(2) TAD Hospitality/ (4) TAD Bus Commanders
1230-1800	Bus Commander	(2) TAD Hospitality/ (4) TAD Bus Commanders
1800-2300	Bus Commander	(2) TAD Hospitality/ (4) TAD Bus Commanders
	Total	(18) TADs total

- On 02Jul20 will only need 2 bus commanders and can secure Hospitality Desk at 1500.
- TADs will report to Halsey Field House NLT 45 minutes prior to their watch in order to turnover and board the bus to BWI.

**BWI RECEPTION AT HALSEY/MITSCHER HALL (I-DAY MINUS FOUR THROUGH I-DAY MINUS ONE)**

TIME	STATION	BILLET
0700-1100 and 1500-1900	Escorts	(3) TADs
1100-1500 and 1900-2330	Escorts	(3) TADs
	Total	(6) TADs total

- TADs will be responsible for escorting small groups to either Mitscher Hall seaward side if they are arriving the day prior to their report date or to Alumni Hall if it is their report date.
- Bus drop off and escort location on I-Day minus four and three will be at Mitscher Hall for NAPS/DA and civilian early arrivals.
- Securing is based on the final bus departing BWI.

**1. DUTY DRIVERS (I-DAY MINUS FOUR THROUGH I-DAY)**

- Two duty vans at Alumni Hall. (4) TAD watchbill.
- Four vans at BWI cell phone lot. (8) TAD watchbill.
- Duty Driver POC located at Main Office. (1) TAD. POC is responsible for coordinating with IAP to deliver licenses and information prior to duty van pickup.
- Total TADs: (13)

Total Required		(275) TADs
		(20) Midshipmen

**207. ALUMNI HALL STATION PLAN (SEE ENCLOSURE (2))**

**ALUMNI HALL CENTRAL CONTROL STATION (CCS)**

<b>Location:</b>	(b) (2), (b) (7)(F)		
<b>Personnel:</b>	Staffed by I-Day Coordinator, Assistant I-Day Coordinator, (2) Designated I-Day Coordinator TADs and (3) TADs		
<b>Set-up/Material:</b>	(1) Table	(4) Chairs	(1) Laptop w/ connectivity
	(6) Radio	(4) Radio Charger	(2) Rosters

<b>Functions:</b>	Accountability of those processed.
<b>Reports required:</b>	Be prepared to provide count of processed Midshipmen Candidates, and those remaining to be processed at 0800, 1000, and 1200.

STATION 1: PTR CHECK/TEMPERATURE CHECK/QUESTIONNAIRE/MASK  
ISSUE/SOCIAL DISTANCE STATION

<b>Location:</b>	(b) (2), (b) (7)(F)	
<b>Personnel:</b>	(15) TADs	
<b>Set-up/</b>	(1) Tent	(4) Tables
<b>Material:</b>	(4) Contactless Thermometers	(1) Radio
<b>Functions:</b>	Check Midshipmen Candidates Permit to Report. Check off name on master alphabetical roster. Conduct initial temperature checks and health questionnaire per enclosure (1). Report any issues directly to medical and the IDC. Provide one disposable mask to any candidate who is not already wearing their own. Actively ensure strict social distancing is adhered to at all times.	
<b>Reports required:</b>	Any personnel who fail medical checks. Report of who has not shown up NLT 1 hour after their required report time	

STATION 2: BAGGAGE/HAIR SUPPLY DROP/CHARACTER DEVELOPMENT FAKE ID  
CARD COLLECTION

<b>Location:</b>	(b) (2), (b) (7)(F)	
<b>Personnel:</b>	Reg LCPO, (10) TADs	
<b>Set-up/Material:</b>	(2) Tables	(50) Duct Tape Rolls
	(1,300) Pens	(2) Rosters by Co
	(1) Stand	(1) Radio
	(2) Trashcans	(50) Clear Packing Tape Rolls
	(2) Flat Bed Trucks	(1) Screen
	(1) Tent	
<b>Uniform:</b>	Regulation PE gear for Midshipmen	
<b>Functions:</b>	Collect fake ID cards. Have Candidates fill out and attach baggage tags with name and platoon. Load candidate baggage and hair supplies on to stake trucks safely. Cell phone annotated on roster. Provide security for baggage at all times.  <b>ENSURE CANDIDATES KEEP DISBURSING PAPERWORK, MEDICAL RECORDS, SHOT CARDS, AND ANY MEDICATION ON THEIR PERSON BEFORE LEAVING THEIR LUGGAGE.</b>	

STATION 3: INITIAL ENTRY POINT/NAME TAG DISTRIBUTION

<b>Location:</b>	(b) (2), (b) (7)(F)	
<b>Personnel:</b>	(12) TADs	



<b>Set-up/ Material:</b>	(14) Chairs	(4) Computer check-in stations; (4) Alpha lists (back-up)
	(8) Stands	(1) Radio
	(9) Tables	(2) Signs A - E, F - K, L-Q, R - Z
<b>Functions:</b>	Check Midshipmen Candidates Permit to Report. Check off name on master alphabetical roster. Check in names in the computers. Distribute name tags. Verify name tag spelling. Errors will be corrected by MID Store immediately. Ensure candidates retain Permit to Report and travel claim information.	
<b>Reports required:</b>	Be prepared to provide a count of processed candidates hourly to Central Control Station (I-Day Coordinator).	

#### STATION 4: MIDN PERSONNEL/DISBURSING

<b>Location:</b>	(b) (2), (b) (7)(F)	
<b>Personnel:</b>	Staffed by Midshipmen Personnel, Disbursing and (9) TADs	
<b>Set-up/ Material:</b>	(18) Chairs	(9) Tables
	(3) Station sign	(5) Stand
<b>Functions:</b>	Collect & verify 4/C Personnel Info. Collect disbursing PTR paperwork and receipt collection & collect NFCU application.	

#### STATION 5: MEDICAL RECORDS/MEDICATION VERIFICATION

<b>Location:</b>	(b) (2), (b) (7)(F)		
<b>Personnel:</b>	Designated medical personnel & (8) TADs		
<b>Set-up/Material:</b>	(9) Tables	(28) Chairs	(1) Stand
	(4) Alphabet signs	(2) Extension cords	(3) Trashcan
<b>Food Station:</b>	(2) Tables	Wrapped bars, juice	(3) Trashcans
<b>Functions:</b>	Verify medical and shot records. Clear all medications that Candidates arrive with for use over Plebe Summer. Sign medical privacy acts and verify home addresses for medical records.		

#### STATION 6: PREGNANCY SCREENING/SPECIMEN COLLECTION

<b>Location:</b>	(b) (2), (b) (7)(F)		
<b>Personnel:</b>	Designated medical personnel and (9) TADs		
<b>Set-up/Material:</b>	(3) Tables	(9) Chairs	
	(2) Stands	(4) Trash cans	
<b>Functions:</b>	Collect and test ALL female urine IOT to R/O pregnancy which is a contraindication for the Adenovirus.		

#### STATION 7: IMMUNIZATION/LAB CHECK-IN

<b>Location:</b>	(b) (2), (b) (7)(F)		
<b>Personnel:</b>	Designated medical personnel and (11) TADs		



<b>Set-up/Material:</b>	(14) Tables	(20) Chairs
	(1) Stand	(8) Trash cans
<b>Functions:</b>	Verify shot records/Lab tubes issue, direct Plebes to seats.	

#### STATION 8: IMMZ/BLOOD DRAW

<b>Location:</b>	(b) (2), (b) (7)(F)	
<b>Personnel:</b>	Designated medical personnel & (4) TADs	
<b>Set-up/Material:</b>	(16) Tables	(30) Chairs
	(1) Stand	(10) Trash cans
<b>Functions:</b>	Draw and process blood samples. Give shots.	

#### STATION 9: PROVIDER SCREENING

<b>Location:</b>	(b) (2), (b) (7)(F)	
<b>Personnel:</b>	Designated medical personnel & (5) TADs	
<b>Set-up/Material:</b>	(2) Tables	(2) Chairs
	(1) Stand	(5) Trash cans
<b>Functions:</b>	Medical Screening.	

#### STATION 10: MUSCULOSKELETAL

<b>Location:</b>	(b) (2), (b) (7)(F)	
<b>Personnel:</b>	Designated medical personnel	
<b>Set-up/Material:</b>	(1) Tables	(2) Chairs
	(1) Stand	(1) Trash cans
<b>Functions:</b>	Orthopedic screening	

#### STATION 11: PHARMACY

<b>Location:</b>	(b) (2), (b) (7)(F)	
<b>Personnel:</b>	Designated medical personnel & (1) TAD	
<b>Set-up/Material:</b>	(1) Tables	(2) Chairs
	(1) Stand	(1) Trash cans
<b>Functions:</b>	Process medication prescriptions	

#### STATION 12: COMPLICATED REVIEW

<b>Location:</b>	(b) (2), (b) (7)(F)	
<b>Personnel:</b>	Designated medical personnel	
<b>Set-up/Material:</b>	(2) Tables	(7) Chairs
	(1) Stand	(1) Trash cans
<b>Functions:</b>	Review complicated cases with AMO	

STATION 13: HEIGHT AND WEIGHT

<b>Location:</b>	(b) (2), (b) (7)(F)	
<b>Personnel:</b>	Designated PE personnel and (14) TADs	
<b>Set-up/Material:</b>	(5) Tables	(20) Chairs (1) Stand
	Scales (provided by PE)	Tape Measures (provided by PE)
	(1) Roster by Platoon	
<b>Functions:</b>	Gather initial height weight and body fat.	

STATION 14: OPTOMETRY

Location:	(b) (2), (b) (7)(F)			
Personnel:	Designated medical personnel and (2) TADs			
Set-up/Material:	(6) Tables	(12) Chairs	(1) Stand	(2) Trashcans
	(1) extension cord	(3) Fans	Room 224 (darkened exam room)	
Functions:	Distributing Rx spectacles			

STATION 15: MEDICAL CHECK-OUT

<b>Location:</b>	(b) (2), (b) (7)(F)	
<b>Personnel:</b>	Designated medical personnel	
<b>Set-up/Material:</b>	(2) Tables	(3) Chairs
	(1) Stand	(1) Trash cans
<b>Functions:</b>	Process medical records	

STATION 16: HAIR CALL AND BARBER SHOP

<b>Location:</b>	(b) (2), (b) (7)(F)	
<b>Personnel:</b>	Barbers/(2) TAD / (4) USMC TADs	
<b>Set-up/Material:</b>	(10) Waiting Chairs	Barber Chairs
<b>Functions:</b>	Provide brief hair inspection. Standards will be provided to TADs. Anyone not meeting plebe summer hair standards will be directed to the barber, others will proceed without another haircut. Barbers will cut hair to meet USNA regulations.	

STATION 17: SNACK ISSUE

<b>Location:</b>	(b) (2), (b) (7)(F)	
<b>Personnel:</b>	(4) TADs	
<b>Set-up/Material:</b>	(2) Tables	
<b>Functions:</b>	Provide cliff bars to candidates after 1200 if needed.	

STATION 18: CHAPLAIN

Location:	(b) (2), (b) (7)(F)		
Personnel:	(3) Chaplains/(3) Enlisted Staff/(4) TADs		
Set-up/Material:	(3) Tables	(6) Chairs	(1) Stand
	(5) Laptops w/ internet		(4) Trash Cans
Functions:	Introduce Candidates to Chaplains purpose and facilities, and be processed for religious needs assessment. Instruct candidates to throw out trash from snack issue prior to NABSD.		

STATION 19: USNA STORE/UNIFORM ISSUE RECORDS

<b>Location:</b>	(b) (2), (b) (7)(F)		
<b>Personnel:</b>	Uniform Shop personnel: (30) TADs		
<b>Set-up/Material:</b>	(9) Table	(116) Chairs	(9) Stands (1) Trashcan
<b>Functions:</b>	Visually fit and issue all uniforms and accessories.		

STATION 20: CHECK OUT

<b>Location:</b>	(b) (2), (b) (7)(F)		
<b>Personnel:</b>	(4) TADs		
<b>Set-up/Material:</b>	(3) Table	(10) Chairs	(4) Computers/Rosters
	(1) Stand		
<b>Functions:</b>	Accountability of those processed.		
<b>Reports required:</b>	Be prepared to provide count of processed Midshipmen Candidates, and those remaining to be processed hourly.		

STATION 21: MOVEMENT TO MITSCHER HALL

<b>Location:</b>	(b) (2), (b) (7)(F)		
<b>Personnel:</b>	(20) TADs		
<b>Set-up/Material:</b>	(1) Stand		
<b>Functions:</b>	ENSURE STRICT SOCIAL DISTANCING ADHERED TO AT ALL TIMES! Form squad to platoon sized units for movement to Mitscher Hall (no more than 10 or as directed by station OIC). Provide 2 escorts for movement to Station 23. The route will go outside up the stairs to Nimitz Hall concourse then back down the backside stairs and in the fenced area by Ingram Track to 7 <sup>th</sup> Wing parking lot, then to Mitscher Hall Entrance on King Hall side. Escorts shall also ensure no parental/guest involvement occurs at Alumni or during escort. Report any issues directly to the IDC or the Base Watch Commander.		

STATION 22: 7<sup>th</sup> WING PARKING LOT

<b>Location:</b>	7 <sup>th</sup> Wing Parking Lot
<b>Personnel:</b>	(5) TADs/(20) Midshipmen (ROM TF)

<b>Set-up/Material:</b>	(1) Radio
<b>Functions:</b>	Movement of candidates personal luggage from the parking lot to their designated decks.
<b>Reports required:</b>	Pick up staged Midshipman Candidate gear.

STATION 23: OATH OF OFFICE

<b>Location:</b>	(b) (2), (b) (7)(F)	
<b>Personnel:</b>	(12) Company Officers	
<b>Set-up/Material:</b>	(2) Tables	(2) Chairs
<b>Functions:</b>	Hand candidates Oath paperwork outside of Mitscher Hall and have them leave their issue bag next to Laboon entrance. TADs in Mitscher Hall will be set up at rows spread at least 6 feet apart. Candidates will be briefed on Oath of Office and sign with understanding of the oath. Candidates will walk down the adjacent row to the left side of Mitscher Hall Auditorium. They will then exit, drop off their Oath paperwork and retrieve their issue bag then proceed to Laboon Center.	

STATION 24: LAPTOP ISSUE/RELIGIOUS TEXT ISSUE/BOX LUNCH ISSUE

<b>Location:</b>	(b) (2), (b) (7)(F)	
<b>Personnel:</b>	Designated Staff, (2) Laptop TADs, (10) Lunch TADs	
<b>Set-up/Material:</b>	(2) Tables	(2) Chairs
<b>Functions:</b>	<p>Issue laptops and required gear. Chaplains issue religious texts as requested. TADs issue shelf stable box lunch to each candidate. Lunch TADs coordinate the following:</p> <ul style="list-style-type: none"> <li>- Pickup of bloodwork station food from MFSD at 0700 and deliver to Alumni Hall</li> <li>- Pickup of box lunches from MFSD at 3rd wing tunnel at 1000 and deliver to appropriate areas in Mitscher Hall. One TAD must go into MFSD to sign for meals.</li> <li>- Coordinate with duty driver POC for usage of a duty van to pickup/deliver meals as necessary.</li> </ul> <p><b>Uniform for lunch TADs is regulation Physical Training (PT) gear to facilitate boxed meal pickup.</b></p>	

STATION 25: ROM RECEIVING

<b>Location:</b>	(b) (2), (b) (7)(F)		
<b>Personnel:</b>	ROM TF XO, (4) TADs		
<b>Set-up/Material:</b>	(4) Tables (4) Laptops	(8) Chairs	2 master class lists with room/deck assignments
<b>Functions:</b>	Check candidates into ROM and update accountability tracker. Ensure candidates have eaten the last scheduled meal. If they have not, ensure they are given a boxed meal. Conduct ROM receiving as required and escort candidates to rooms. Be prepared to provide count of processed Midshipmen Candidates, and those remaining to be processed hourly.		

208. ANTI-TERRORISM FORCE PROTECTION

<b>Location:</b>	(b) (2), (b) (7)(F)
<b>Personnel:</b>	
<b>Set-up/Material</b>	
<b>Functions:</b>	

209. MIDSHIPMAN CANDIDATE DROP OFF AT ALUMNI HALL

<b>Location:</b>	(b) (2), (b) (7)(F)
<b>Personnel:</b>	(8) TADs
<b>Set-up/Material:</b>	None
<b>Functions:</b>	Crowd management and social distance enforcement. Enforce social distancing with the phrase “get your distance” in a firm tone.

210. MITSCHER HALL ROVERS

<b>Location:</b>	(b) (2), (b) (7)(F)
<b>Personnel:</b>	( )
<b>Set-up/Material:</b>	None
<b>Functions:</b>	Crowd management and social distance enforcement. Ensure no guests interfere with I-Day process.

211. MIDSHIPMAN STORE PARKING LOT

<b>Location:</b>	Mid-Store Parking Lot
<b>Personnel:</b>	(4) TADs
<b>Set-up/Material:</b>	None
<b>Functions:</b>	Crowd management, direct families, prevent candidate contact/interference, etc. When candidates are being escorted through the parking lot to Mitscher Hall, prevent parents from transiting through and/or making contact with candidates. When there is a break in the candidate flow, allow parents to cross.

INITIAL MEDICAL SCREENING

**CAUTION: BELOW CHECKS ARE REQUIRED AT EACH COLLECTION POINT AND ARRIVAL POINT PRIOR TO TRANSPORTATION, PROCESSING IN ALUMNI, OR CHECKING IN TO ROM SPACES.**

1. Do you currently have **any** of the following symptoms: Fever, Cough, Sore Throat, Shortness of breath, Loss of Smell/Taste, Abdominal pain?

YES or NO

2. In the past 2 weeks, have you had close personal contact with (<6 feet for more than 10 minutes) or been coughed/sneezed upon by anyone who:
  - a. has been diagnosed with COVID-19
  - b. has been tested for COVID-19 with pending results
  - c. has had a flu-like illness

YES or NO

**\*\* If YES to any of these questions, STOP \*\***


**\*\*\*MIDN must be evaluated by on site BMU Medical staff for COVID screening\*\*\***

**\*\*\* If on-site BMU medical staff unavailable, contact BMO at 337-400-0846\*\*\***

If NO to both questions, proceed to item 3 below

3. Conduct touchless thermometer temperature check
  - a. If temperature is  $\geq 100.4^{\circ}\text{F}$  ( $38^{\circ}\text{C}$ ), entry denied – contact BMU medical staff on site for COVID screening
  - b. If temperature is  $< 100.4$ , proceed with I-Day processing.

(b) (2), (b) (7)(F)



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(b) (2), (b) (7)(F)

